

PUBLIC HEALTH NURSE

Recruitment #1410-2219-036

List Type Original-Continuing

Requesting Department HEALTH DEPARTMENT

Open Date 11/7/2014

Filing Deadline Continuous

HR Analyst Cassandra Scherer

PURPOSE

Public Health Nurses assigned to the Maternal and Child Health Division in the City of Milwaukee Health Department (MHD) engage in a variety of population-based and individual nursing activities in homes, schools, clinics and community settings designed to assure that health care is accessible and available to residents. While the majority of the positions are dedicated to maternal and child health care outcomes, additional employment opportunities in more specialized nursing assignments may also be available. These include Empowering Families of Milwaukee, Nurse Family Partnership, Communicable and Infectious Disease, Home Environmental Health, Immunization, and Women's HIV Program.

ESSENTIAL FUNCTIONS

Home Visiting / Case Management:

- Provide Public Health Nursing case management of the maternal and child population and referrals received from hospitals, HMOs, social agencies, and others;
- Complete developmental screening and assessments of client's physical, social, psychological, and environmental health status;
- Provide counseling for primary, secondary and tertiary health problems;
- Refer client/family to appropriate community resources;
- Investigate cases of reported or suspected communicable disease;
- Teach preventive and/or control measures to contacts of a communicable disease;
- Collaborate with private care providers, allied professionals, and other MHD personnel regarding needs of cases under nursing case management;
- Develop and implement a case management plan for resolution of assessed client/family needs;
- Document nursing case management according to the *ANA Standards of Clinical Practice*, following MHD policy;
- Provide case management consultation and direction to other team members;
- Assess community needs for input into MHD programs.

Clinic Service

- Complete history and physical assessment of clients as needed;
- Counsel clients as appropriate, related to services provided;
- Provide appropriate screening tests as indicated;
- Identify needs and initiate written referrals to private care providers, social service agencies, Public Health Nurses, and other agencies;
- Administer immunizations based on MHD policy to specified populations.

Other Responsibilities

- Participate in the orientation training of other Public Health staff;
- Conduct health education classes to groups;

Public Health Nurse

- Participate in the coordination and/or administration of services in health centers or special programs;
- Function as a member of the multidisciplinary Public Health team through participation on Department and/or Division committees, by representing the MHD in professional organizations supporting the Department's goals, outcomes and strategies;
- Assume Team Leader role as determined by the supervisor;
- Assist in the mentoring of other professionals demonstrating Public Health nursing skills emphasizing the role of public health in the community;
- Respond to Public Health emergencies as assigned;
- Oversee activities of paraprofessional personnel to insure quality customer service and accurate, safe screening techniques;
- Participate in case management service delivery including documentation and billing;

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program. (Note: Students in their final year in school may participate in the selection process but may not be hired until the degree has been completed.)
 - **IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.**
2. Current permit or license to practice professional nursing in Wisconsin OR eligibility to receive such permit or license. License must be maintained throughout employment.
3. Valid driver's license and possession of a properly insured vehicle for use on the job is required at time of appointment and throughout employment. Mileage reimbursement is provided.

DESIRABLE QUALIFICATIONS

- Bi-lingual skills in Spanish.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the information and techniques needed to diagnose and treat injuries and diseases
- Knowledge of and ability to use computers
- Ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, the public, various City of Milwaukee officials, and other agencies
- Ability to provide services in a culturally sensitive manner
- Ability to maintain confidentiality
- Ability to work under pressure and handle multiple and changing priorities
- Ability to read and interpret documents such as safety rules
- Effective interpersonal skills

Public Health Nurse

- Ability to speak effectively to individuals and to groups and teach and train others
- Written communication skills
- Listening skills
- Ability to perform basic mathematical calculations
- Problem solving skills
- Analytical and reasoning skills
- Ability to exercise independent judgment.

CURRENT SALARY

The current starting salary (2DN) for City of Milwaukee residents is \$47,177 annually, and the non-resident starting salary is \$46,019 with excellent benefits. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuous recruitment. Applications will be accepted and interviews held during **2014 and 2015** as often as required to meet the needs of the City. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee. Employment may be possible immediately following the examination if positions are vacant at that time. The names of successful candidates will be placed on the eligible list in a rank determined by the final grade without reference to the date of the examination. The eligible list may be abolished every four months. Candidates may take an examination for this position only once every six months.